



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
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From: Commander, Navy Personnel Command
To: Distribution
Subj: OPERATIONAL PRIORITIES FOR NAVY BRIGS
Ref: (a) SECNAVINST 1640.9B
(b) OPNAVINST 1640.7A
(c) BUPERSINST 1640.19

1. Purpose. To establish priorities in the utilization of staff personnel and other resources in the operation of Navy brigs.

2. Background

a. In order to support the operating forces in the area of discipline, correctional facilities (Consolidated Brigs, Waterfront Brigs/Correctional Custody Units and Pretrial Confinement Facilities) have been established at strategic locations. References (a) through (c) establish the mission and provide policy and procedures to be followed in the operation of correctional facilities in supporting the Navy mission. The following are the three major components, in order of precedence, comprising the mission of each Navy correctional facility:

(1) Provide a safe and secure environment for prisoners and detained persons confined as the result of the sentence of a court-martial or while awaiting trial by court-martial.

(2) To provide programs whose objective are to retrain and restore the maximum number of personnel to honorable active service.

(3) In the event restoration to active service is not feasible, to provide programs aimed at preparing prisoners to return to civilian life as productive citizens or prepare the prisoner for transfer to a Federal Bureau of Prison facility.

b. Ideally, sufficient resources would be available to meet all elements of the mission simultaneously. However, in this

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era of constrained resources, especially in regards to overall staffing, that is not always possible. Widespread staffing deficiencies require correctional facility managers to routinely make decisions on how best to utilize the available resources. Absent specific guidance in ranking these priorities, resource allocation has varied on a system-wide basis. This has lead to disparities in the way different facilities operate and even within a given facility when management changes.

3. Policy. To provide increased guidance on resource allocation, the following mission priorities are established for the operation of all Navy correctional facilities:

a. Security and safety is always the top priority. All permanent security posts will be staffed at all times. In the event of manpower shortages, security considerations take precedence and brig staff will be moved from administrative and/or programs positions into the security department whenever and wherever necessary. Examples:

(1) Command staffing documents and efficiency reviews establish billet allocation by departments (Security, Administration, Programs, etc.). If a delta exists between the total number of billets allocated to operate the facility and the total number of staff actually assigned to the facility, security posts will be staffed at 100%. Once the security function is fully staffed, other departments will be staffed as determined by the Commanding Officer/Officer in Charge.

(2) During holiday periods, in order to provide maximum leave opportunity fairly, it is necessary to operate at reduced staffing levels. However, security requirements do not diminish and the security department will not be operated at a reduced staffing level. At these times, staff members from other departments (e.g. Administration, Programs, etc.) will be reassigned to the security department so as to ensure 100% staffing at all times. Security is always the primary responsibility of all staff members, military and civilian.


b. Programs that enhance the opportunity for prisoners to return to active honorable service are our second priority. These programs provide a potential pay back to the Navy and/or other services for the resources expended. Example: In allocating staff and in developing programs, the prime goal is to ensure those members who can be returned to duty are better

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equipped to succeed in the fleet. To this end, the primary program in a Navy correctional facility is the Correctional Custody Program and particular attention should be given to staff assignments and program development and implementation in that part of the brig. Most of these programs are in Waterfront Brigs.

c. Programs that prepare prisoners for return to civilian life as productive citizens are provided as resources permit. Within this framework, programs addressing the offense directly are more critical than other programs as resources diminish. Most of these program will reside at Consolidated Brigs.

4. Implementation. Commanding Officers, Officers-in-Charge and Chief Petty Officers-in-Charge of Navy brigs will ensure that all supervisors and staff assigned to the brig are aware of this policy. Procedures shall be enacted that ensure the priorities established herein are met. At a minimum, all military brig staff are to complete Job Qualification Requirements (JQR) so they may be assigned to security positions should it become necessary. Commanding Officers/Officers-in-Charge/Chief Petty Officers-in-Charge will formulate a plan of action to prioritize which administrative/program positions will be gapped if it becomes necessary to assign personnel to the security department. The chain of command and this office should be kept advised whenever it becomes necessary to augment the security department and reduce other program areas due to deficiencies in staffing or other resources so that efforts can be made to alleviate the deficiencies.


W. E. PECK
By direction

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